

Continuing Education Worksheet

To apply for license renewal, a real estate salesperson or broker must demonstrate attendance (or completion of online course) at approved real estate continuing education courses. Licensees are limited to a maximum of 9 credit hours per day! If a licensee has a four year license the license period is divided into two 24 month continuing education (CE) periods.

The current requirement is twenty-four (24) credit hours every CE period, to include a minimum of three hours in each of six mandatory categories. The mandatory categories are:

Agency Law	Contract Law	Commissioner's Standards ¹
Disclosure	Fair Housing	Real Estate Legal Issues

Additional credit hours, to bring the total to 24, may be in the mandatory categories, or the Business Brokerage or General Real Estate categories.

Remember, the courses must be taken within the license period (including grace year if you're renewing late). **Example: Original License date 3/15/2006, CE classes can be taken 3/15/2006 through 3/31/2008 for the first CE period and 4/1/2008 through 3/31/2010 (or through 3/31/2011 if renewing by end of grace year). If renewal is filed 3/15/2010, you may begin taking classes toward your 2012 CE period 4/1/2010 and later, within the new license period.**

The Business Brokerage Specialist designation will not be issued after 9/26/08. Licensees holding this designation who renew before that date and who wish to retain the designation must submit the 18 mandatory credit hours PLUS 12 credit hours in the Business Brokerage category.

To claim a substitute for the Fair Housing course, contact the Department at licensing@azre.gov.

Continuing Education must be reported to the Department through the website at <https://az.gov/webapp/dre/> and can be entered at any time. The system tracks the total credit hours submitted and the categories, and advises the licensee when the requirements for a CE period are met. At any time the licensee may also view the classes taken and requirements still unmet. Class credits may only be entered for one CE period at a time; the first period must be completed and closed before credits can be entered for the second CE period.

¹ Designated Brokers -- The Broker Management Clinic is required every license period, and is approved in the Commissioner's Standards category.